United Nations ST/IC/2000/101

Secretariat

28 December 2000

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Official travel**

1. The purpose of the present circular is to provide to staff members detailed information on official travel, which is governed by the provisions of administrative instruction ST/AI/2000/20 on official travel ("the instruction"). The instruction is available on the United Nations Intranet, where it can be accessed under "Reference materials".

2. The circular contains information on the following topics:

- Authorization for official travel;
- Travel time and rest stopovers;
- Fixed amounts which may be reimbursed for terminal expenses under section 8.1 of the instruction;
- Procedures for the implementation of the lump-sum option for air travel under section 10 of the instruction;
- Travel documents.

Authorization for official travel

3. Prior authorization for official travel continues to be required as explained in section 3.1 of the instruction. Section 3.2 introduces a new procedure to facilitate the processing of requests for prior authorization to travel in respect of Secretariat officials at the level of Under-Secretary-General and Assistant Secretary-General, as well as officials who are heads of mission in the field. Requests must be addressed to the Executive Office of the Secretary-General whenever required in instructions issued by that Office, by submitting form SG.33.[1] A sample of form SG.33 is reproduced in annex I to the present circular.

* The present circular will be in effect until further notice.

[1] Form available by clicking on "Forms" under "Quicklinks" on the Intranet home page.

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4. It will no longer be necessary to obtain from the Executive Office of the Secretary-General the authorization previously required by ST/SGB/207/Rev.1 for official travel to, and representation at, conferences and meetings, which has been abolished as of 31 December 2000. Heads of departments and offices are reminded that it is their responsibility to ensure that official travel is authorized only when it serves the interests of the Organization and is required for the needs of service.

Travel time on home leave and family visit travel

5. Staff members are entitled to travel time on home leave and family visit travel in accordance with the provisions of section 6 of the instruction. Annex II to the present instruction sets out the fixed amount of travel time to which staff members are entitled for travel between New York and the countries listed in the annex, and provides information on flying times and rest stopovers.

Terminal expenses

6. Staff members are reimbursed terminal expenses for each required trip by means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling in accordance with section 8 of the instruction. The amounts to be reimbursed for each such trip are $27 in respect of the staff member and $9 for each family member authorized to travel at United Nations expense.

7. When an official United Nations or government vehicle is made available for the trip, the amounts to be reimbursed may not exceed $9 in respect of the staff member and $5 for each family member.

Procedures for the exercise of the lump-sum option for travel by air on home leave, family visit or education grant travel

8. Section 10 of the instruction establishes the lump-sum option for travel by air on home leave, family visit or education grant travel and the terms and conditions for the exercise of this option. Section 11.4 sets out the requirements to be complied with after the completion of such travel.

9. Staff members who wish to exercise this option must inform their executive or local administrative office of their planned itinerary at least two months in advance of the anticipated departure date and request information on the amount of the lump-sum option. This may be done on the "Request for transportation" form used by some departments at Headquarters or an equivalent local form, or if the staff member's department/office does not use such form, by memorandum. At Headquarters, departments and offices included in the pilot project initiated by the Travel and Transportation Service are requested to request their staff to fill in part A of the online lump-sum form available on the Intranet at the following location: http://intranet/Travel. Once it has been filled in, the form will be forwarded automatically to their executive office. This online procedure will gradually be extended to all departments and offices at Headquarters.

10. Once the staff member has been advised of the amount of the lump sum for the requested travel, he or she will have 10 days to notify the executive or local administrative office of his or her agreement to accept the lump sum. If notice of the agreement is not received within that time, the lump-sum option will not be granted.

11. Upon acceptance by the staff member and certification of the amount by the Travel Section, the executive or local administrative office will issue a travel authorization (IMIS-generated or in form PT.8 where IMIS is not available for processing travel entitlements), indicating that the staff member has opted for a lump-sum payment.

12. The executive or local administrative office will prepare a PT.165 form, "Lump-sum travel funds".[2] For payment of the lump-sum amount to be processed, the staff member will be required by the executive or local administrative office to complete and sign part B of the form. A sample of form PT.165 is reproduced in annex III to the present circular.

13. Section 11.4 of the instruction requires that, within two calendar weeks after completion of travel, the staff member complete and sign part C of Form PT.165 and provide the certification and supporting evidence required in the form. In accordance with section 11.5 of the instruction, failure to comply with these requirements within the time limit will result in recovery of the entire lump sum through payroll deduction.

14. When the travel itinerary involves stopover(s) in the United States, all staff members are required to provide to their executive or administrative office details of the itinerary and accommodations in the United States in form PT.164[2] at least one week prior to the date of departure, and otherwise comply with the travel regulations of the host country applicable to them.

Travel documents

15. *United Nations laissez-passer*. The laissez-passer is a legal travel document issued for official travel during a period of employment. Application forms for a laissez-passer are available from the staff member's executive or administrative office. On completion of travel, the laissez-passer should be returned for safe-keeping purposes through the staff member's executive office to the Travel Section at Headquarters and to the responsible local administrative officer at offices away from Headquarters. The loss of a laissez-passer should be reported immediately to the local police and a written report explaining the circumstances of the loss should be submitted through the nearest United Nations office to the office which issued the laissez-passer.

16. *United Nations family certificate*. The family certificate is not a legal travel document, but serves to identify the bearer as being a family member of the United Nation staff member indicated therein. Family certificates are not normally issued to family members who will be travelling with the staff member. They may be issued at the request of the staff member when the following conditions are met:

(a) The travel is authorized at United Nations expense;

(b) If travel is other than education grant travel, separate travel of the eligible family member has been authorized by the Administration; and

(c) There is reason to believe that the absence of this certificate may cause significant hardship.

[2] Form available by clicking on "Forms" under "Quicklinks" on the Intranet home page.

Applications for a family certificate are available from the staff member's executive or administrative office.

17. *Visas*. Application forms and information regarding visa requirements for countries to be visited may be obtained from the Travel Section at Headquarters and from the local administrative office at offices away from Headquarters.

Annex I

UNITED NATIONS NATIONS UNIES

REQUEST FOR AUTHORIZATION OF OFFICIAL TRAVEL OF UNDER-SECRETARIES-GENERAL, ASSISTANT SECRETARIES-GENERAL AND HEADS OF MISSION (ST/AI/2000/20, section 3.2)

TO	**The Secretary-General**		Date:	
FROM	NAME AND TITLE OF REQUESTER		DEPARTMENT, OFFICE OR MISSION	
	ROOM NO.	PHONE-EXTENSION	DUTY STATION IF NOT NEW YORK	

Date of departure from duty station or mission area	First day back at duty station or mission area	Purpose of Travel	Location	# of working days absent from duty station or mission area

If travel is to non-UN seminar, conference or symposium, indicate whether expenses will be covered by organizers:
☐ Yes ☐ No

SIGNATURE OF REQUESTER: _____ DATE: _____
(NAME AND TITLE)

For Use by the Executive Office of the Secretary-General

DATE RECEIVED	REQUEST APPROVED BY OR ON BEHALF OF THE SECRETARY-GENERAL:	REFERENCE
	_____ DATE: _____ (Name, Title and Signature)	

Annex II

Travel time and rest stopovers

Country and city	*A Journeys involving flying time exceeding 9 hours*	*B Rest stopover for official business travel*	*C Travel time (days) for home leave and family visit travel*
From New York to:			
Afghanistan (Kabul)	X	1	3
Albania (Tirana)	X	0	2
Algeria (Algiers)	X	0	2
Andorra (Andorra la Vella)	X	0	2
Angola (Luanda)	X	1	3
Antigua and Barbuda (St. John's)		0	1
Argentina (Buenos Aires)	X	0	2
Armenia (Yerevan)	X	0	2
Australia (Canberra)	X	1	3
Austria (Vienna)	X[a]	0	1
Azerbaijan (Baku)	X	0	2
Bahamas (Nassau)		0	1
Bahrain (Manama)	X	1	3
Bangladesh (Dhaka)	X	1	3
Barbados (Bridgetown)		0	1
Belarus (Minsk)	X	0	2
Belgium (Brussels)		0	1
Belize (Belmopan)		0	1
Benin (Porto Novo)	X	0	2
Bhutan (Thimphu)	X	1	3
Bolivia (La Paz)	X	0	2
Bosnia and Herzegovina (Sarajevo)	X	0	2
Botswana (Gaborone)	X	1	3
Brazil (Brasilia)	X	0	2
Brunei Darussalam (Bandar Seri Begawan)	X	1	3
Bulgaria (Sofia)	X	0	2
Burkina Faso (Ouagadougou)	X	1	3
Burundi (Bujumbura)	X	1	3
Cambodia (Phnom Penh)	X	1	3
Cameroon (Yaoundé)	X	1	3
Canada (Ottawa)		0	1
Cape Verde (Praia)	X	0	2
Central African Republic (Bangui)	X	1	3
Chad (N'Djamena)	X	1	3

Country and city	*A* *Journeys involving flying time exceeding 9 hours*	*B* *Rest stopover for official business travel*	*C* *Travel time (days) for home leave and family visit travel*
Chile (Santiago)	X	0	2
China (Beijing)	X	1	3
Colombia (Bogotá)		0	1
Comoros (Moroni)	X	1	3
Congo (Brazzaville)	X	1	3
Cook Islands (Avarua)	X	1	3
Costa Rica (San José)		0	1
Côte d'Ivoire (Yamoussoukro)	X	0	2
Croatia (Zagreb)	X	0	2
Cuba (Havana)		0	1
Cyprus (Nicosia)	X	0	2
Czech Republic (Prague)	X[b]	0	1
Democratic People's Republic of Korea (Pyongyang)	X	1	3
Democratic Republic of the Congo (Kinshasa)	X	1	3
Denmark (Copenhagen)		0	1
Djibouti (Djibouti)	X	1	3
Dominica (Roseau)		0	1
Dominican Republic (Santo Domingo)		0	1
Ecuador (Quito)		0	1
Egypt (Cairo)	X	0	2
El Salvador (San Salvador)		0	1
Equatorial Guinea (Malabo)	X	1	3
Eritrea (Asmara)	X	1	3
Estonia (Tallinn)	X	0	2
Ethiopia (Addis Ababa)	X	1	3
Fiji (Suva)	X	1	3
Finland (Helsinki)		0	1
France (Paris)		0	1
Gabon (Libreville)	X	1	3
Gambia (Banjul)	X	0	2
Georgia (Tbilisi)	X	0	2
Germany (Berlin)	X	0	2
Ghana (Accra)	X	0	2
Greece (Athens)	X	0	2
Grenada (St. George's)		0	1
Guatemala (Guatemala City)		0	1

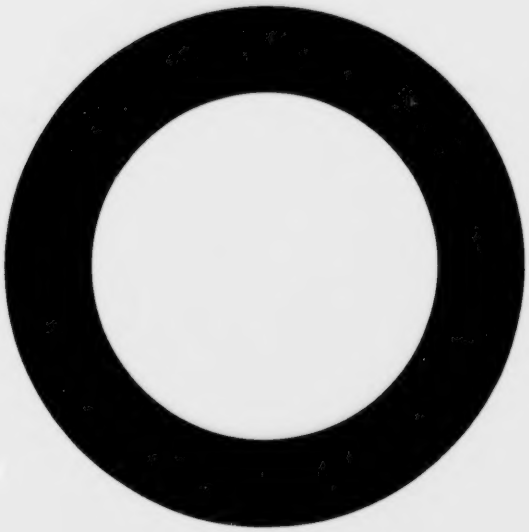
Country and city	*A* *Journeys involving flying time exceeding 9 hours*	*B* *Rest stopover for official business travel*	*C* *Travel time (days) for home leave and family visit travel*
Guinea (Conakry)	X	0	2
Guinea-Bissau (Bissau)	X	0	2
Guyana (Georgetown)		0	1
Haiti (Port-au-Prince)		0	1
Holy See (Vatican City)	X[c]	0	1
Honduras (Tegucigalpa)		0	1
Hungary (Budapest)	X	0	1
Iceland (Reykjavik)		0	1
India (New Delhi)	X	1	3
Indonesia (Jakarta)	X	1	3
Iran (Islamic Republic of) (Tehran)	X	1	3
Iraq (Baghdad)	X	1	3
Ireland (Dublin)		0	1
Israel (Tel Aviv)	X	0	2
Italy (Rome)	X[c]	0	1
Jamaica (Kingston)		0	1
Japan (Tokyo)	X	0	2
Jordan (Amman)	X	0	2
Kazakhstan (Almaty)	X	1	3
Kenya (Nairobi)	X	1	3
Kiribati (Tarawa)	X	1	3
Kuwait (Kuwait)	X	1	2
Kyrgyzstan (Bishkek)	X	1	3
Lao People's Democratic Republic (Vientiane)	X	1	3
Latvia (Riga)	X	0	2
Lebanon (Beirut)	X	0	2
Lesotho (Maseru)	X	1	3
Liberia (Monrovia)	X	1	3
Libyan Arab Jamahiriya (Tripoli)	X	0	2
Liechtenstein (Vaduz)		0	1
Lithuania (Vilnius)	X	0	2
Luxembourg (Luxembourg)	X	0	1
Madagascar (Antananarivo)	X	1	3
Malawi (Lilongwe)	X	1	3
Malaysia (Kuala Lumpur)	X	1	3
Maldives (Male)	X	1	3
Mali (Bamako)	X	0	2

Country and city	*A* *Journeys involving flying time exceeding 9 hours*	*B* *Rest stopover for official business travel*	*C* *Travel time (days) for home leave and family visit travel*
Malta (Valletta)	X	0	2
Marshall Islands (Majuro)	X	1	3
Mauritania (Nouakchott)	X	0	2
Mauritius (Port Louis)	X	1	3
Mexico (Mexico City)		0	1
Micronesia (Federated States of) (Kolonia)	X	1	3
Monaco (Monte Carlo)		0	1
Mongolia (Ulaanbaatar)	X	1	3
Morocco (Rabat)	X	0	2
Mozambique (Maputo)	X	1	3
Myanmar (Yangon)	X	1	3
Namibia (Windhoek)	X	1	3
Nepal (Kathmandu)	X	1	3
Netherlands (Amsterdam)		0	1
New Zealand (Wellington)	X	1	3
Nicaragua (Managua)	0	0	1
Niger (Niamey)	X	1	3
Nigeria (Abuja)	X	0	2
Niue (Alofi)	X	1	3
Norway (Oslo)		0	1
Oman (Muscat)	X	1	3
Pakistan (Islamabad)	X	1	3
Palau (Koror)	X	1	3
Panama (Panama City)		0	1
Papua New Guinea (Port Moresby)	X	1	3
Paraguay (Asunción)	X	0	2
Peru (Lima)		0	1
Philippines (Manila)	X	1	3
Poland (Warsaw)	X[d]	0	1
Portugal (Lisbon)		0	1
Qatar (Doha)	X	1	3
Republic of Korea (Seoul)	X	1	2
Republic of Moldova (Chisinau)	X	0	2
Romania (Bucharest)	X	0	2
Russian Federation (Moscow)	X	0	2
Rwanda (Kigali)	X	1	3
Saint Kitts and Nevis (Baseterre)		0	1
Saint Lucia (Castries)		0	1

Country and city	*A* *Journeys involving flying time exceeding 9 hours*	*B* *Rest stopover for official business travel*	*C* *Travel time (days) for home leave and family visit travel*
Saint Vincent and the Grenadines (Kingstown)		0	1
Samoa (Apia)	X	1	3
San Marino (San Marino)	X	0	2
Sao Tome and Principe (Sao Tome)	X	1	3
Saudi Arabia (Riyadh)	X	0	2
Senegal (Dakar)		0	1
Seychelles (Victoria)	X	1	3
Sierra Leone (Freetown)	X	1	3
Singapore (Singapore)	X	1	3
Slovakia (Bratislava)	X	0	2
Slovenia (Ljubljana)	X	0	2
Solomon Islands (Honiara)	X	1	3
Somalia (Mogadishu)	X	1	3
South Africa (Pretoria)	X	1	3
Spain (Madrid)		0	1
Sri Lanka (Colombo)	X	1	3
Sudan (Khartoum)	X	1	3
Suriname (Paramaribo)		0	1
Swaziland (M'Babane)	X	1	3
Sweden (Stockholm)		0	1
Switzerland (Geneva)		0	1
Syrian Arab Republic (Damascus)	X	0	2
Tajikistan (Dushanbe)	X	1	3
Thailand (Bangkok)	X	1	3
The former Yugoslav Republic of Macedonia (Skopje)	X	0	2
Togo (Lomé)	X	0	2
Tonga (Nuku'Alofa)	X	1	3
Trinidad and Tobago (Port of Spain)		0	1
Tunisia (Tunis)	X	0	2
Turkey (Ankara)	X	0	2
Turkmenistan (Ashgabat)	X	1	3
Tuvalu (Funafuti)	X	1	3
Uganda (Kampala)	X	1	3
Ukraine (Kiev)	X	0	2
United Arab Emirates (Abu Dhabi)	X	1	3
United Kingdom of Great Britain and Northern Ireland (London)		0	1

Country and city	*A* *Journeys involving flying time exceeding 9 hours*	*B* *Rest stopover for official business travel*	*C* *Travel time (days) for home leave and family visit travel*
United Republic of Tanzania (Dar es Salaam)	X	1	3
United States of America (Washington, D.C.)		Not applicable	
Uruguay (Montevideo)	X	0	2
Uzbekistan (Tashkent)	X	1	3
Vanuatu (Port Vila)	X	1	3
Venezuela (Caracas)		0	1
Viet Nam (Hanoi)	X	1	3
Yemen (Sana'a)	X	1	3
Yugoslavia (Belgrade)	X	0	2
Zambia (Lusaka)	X	1	3
Zimbabwe (Harare)	X	1	3

[a] Except New York/Vienna one-way journeys.
[b] Except New York/Prague one-way journeys.
[c] Except New York/Rome one-way journeys.
[d] Except New York/Warsaw one-way journeys.



Annex III

UNITED NATIONS **NATIONS UNIES** **LUMP-SUM TRAVEL**

PART A. ***To be completed by Executive Office/local administrative office***

Name of staff member	Index No.	Department/Office	Room No.	Ext./Fax

Travel Authorization for	Check one ☐ Home Leave	☐ Education Grant	☐ Family Visit
Lump sum amount	**Certified for Payment:** Signature of Executive/Administrative Officer:		

PART B. ***To be completed by Staff Member Requesting Payment of Lump Sum***

In order to receive the above-mentioned lump-sum amount to pay for my travel arrangements and/or those of my eligible family members under the lump-sum travel option:

1. I certify that I have read and understand the terms and conditions of the lump-sum travel option under section 10 of ST/AI/2000/20, and I accept this lump-sum payment in lieu of all other entitlements which I would have otherwise received in relation to this particular travel.
2. If the travel includes stopovers within the United States, **I undertake to provide the information required in form PT.164 to my Executive/Administrative Officer at least one week prior to departure, and where applicable, to comply with the travel regulations of the host country.**
3. I undertake to inform my Executive/Administrative Officer of any change in the travel dates specified on the travel authorization issued in connection with this travel. I understand that any change in those dates will automatically lead to a review and, possibly, an adjustment or recovery of the amount of the entitlement.
4. Within 10 working days of the completion of the travel for which this lump-sum payment is made, I undertake to complete the certification below and return it to my Executive/Administrative Officer. **I understand that if I fail to do so, the entire amount of this payment will be recovered from my salary.**

Signed: _____ Date: _____

PART C. ***CERTIFICATION BY STAFF MEMBER ON COMPLETION OF TRAVEL***

1. I certify that I have exercised my entitlement under the lump-sum option for travel on (CHECK ONE) ☐ Home leave ☐ Education grant ☐ Family visit in accordance with the relevant United Nations Regulations and Rules.
2. I certify that my eligible family members and/or myself have spent the required number of days in the authorized country or place of travel as indicated hereunder (please provide separate dates if they differ for each traveller):

	Name of Traveller	Date & Place of Arrival	Date & Place of Departure
• Staff member			
• Eligible family members			

3. As required, I attach hereto the used airline tickets ☐ and boarding passes ☐ in respect of this travel and my United Nations laisser-passer ☐ or national passport ☐ containing the dates of arrival and departure from the country to which the travel was authorized.
4. I also certify that the statements and information provided by me in respect of this option are true and complete to the best of my knowledge and belief.

Signature of Staff Member: _____ Date: _____

PART D. ***To be completed by the Executive Office/local administrative office***

☐ Travel has been completed as authorized, no further action required. (Form remains in Executive Office)

☐ **To: Accounts Division/Chief Finance Officer:** The staff member has not complied with the provisions of ST/AI/2000/20 for payment of the lump sum. Please take action to recover the lump-sum from salary entitlements.

Signature of Executive Administrative Officer: Date:

ORIGINAL (A) TRAVELLER (B) EXECUTIVE OFFICE. COPY TO: **TRAVELLER** **EXECUTIVE OFFICE** **CASHIER'S OFFICE**

PT.165 (12-00)-E